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MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT :

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1. As you are aware, subject employee has been assigned to a Career Development Slot for training which I am sponsoring as Head of the Administration Career Service. He will occupy this assignment for a period of approximately one year, and will then be assigned to an appropriate Administrative Officer position, either field or departmental.

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2. The first phase of [redacted] training consisted of a tour of duty (approximately four months) with the Management Staff. The second phase of his training consists of eight weeks of training and orientation in the Office of Personnel, and is scheduled to commence on 6 December 1954 if you can accommodate him. I know that you have conducted this type of orientation and training before, and will tailor your plan for [redacted] to equip him to handle better the personnel responsibilities of an Administrative Officer.

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3. This development plan for [redacted] was initiated because he is an employee of considerable promise. I would appreciate it very much if you could take an active personal interest in his training and development, and if you would stimulate this same interest in those with whom [redacted] will associate in your Office. I would appreciate receiving your informal evaluation of [redacted] at the expiration of his duty with you.

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L. K. WHITE
Deputy Director
(Administration)

SA-DD/A:DST:dlc (30 Nov 54)

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